21st Century Community Learning Centers Program

2013-2014
Competitive NGO - Technical Assistance Webinar

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New Jersey Department of Education
Office of Student Support Services

Presentation conducted by Haydee Y. Perez-Livingston, 21st CCLC State Coordinator, Tamika Chester and Ebony Grace, 21st CCLC Program Officers; Robert Schilling, Coordinator.

ALL APPLICANTS SHOULD

- READ THE NOTICE OF GRANT OPPORTUNITY (NGO)

- PROVIDE CONCISE AND COMPLETE INFORMATION

- SUBMIT ALL REQUESTED DOCUMENTATION

COMPREHENSIVE PROGRAMMING [pg. 1-2]

○ Expectations
- Aligned with the school day
- Engaging and Interactive environment for students, families and staff
- Innovative and Hands-on activities
- Collaborative Relationships

NGO Section 1:
Grant Program Information [pg . 3]

- Eligibility Requirements

  - Title I Schoolwide – the school has been identified as a Title I schoolwide program

  - Low-Income - the school (public and non-public) must have a minimum of 30% of its participant population from low-income families. Low income families are defined as those families whose children receive free lunch and/or free milk

Conditions of Award [pg.4]

- School Collaboration
  - Applicants must ensure that the program will be carried out in **active collaboration** with the schools the participants attend.
- Child Care Licensing
  - Applicants serving children up to age 13 must obtain a licensed child care center
- Nonpublic Participation
  - Applicants must consult with nonpublic schools <u>prior to</u> preparing the application

Statutory & Regulatory Source and Funding [pg. 8]

○ Maximum Award Amounts

○ Level of Service
- The level of service is determined by the number of students that attend the program for 30 days or more. This number excludes summer numbers.

○ Equitable distribution
- NJDOE will set-aside half of the available funds to award the highest scoring programs in rank order, 65 points or above, within the following underserved counties: Warren, Sussex, Morris, Hunterdon, Somerset, Mercer, Burlington, Ocean, Gloucester, Salem, Cape May

Application Submission [pg.10]

○ EWEG is available through the NJDOE Homeroom page, which can be accessed at: http://homeroom.state.nj.us

○ Potential applicants that do not already have access to the EWEG system should email the EWEG Help Desk at eweghelp@doe.state.nj.us to be set up.

- Please note this process could take up to 3 weeks.

EWEG – TIPS

- Do not use the "Back" button. This will cause a system error.

- It is always recommended that long narrative sections are typed in either Word or Note Pad, and copied and pasted into EWEG. Doing this, will prevent you losing the text that you worked hard to create.

- In addition, do not use bullets in the text being pasted into EWEG.

- When copying and pasting from Word or Note Pad, be sure to check for special characters. Avoid using all special characters (!@#$%^&*()"~/<>{}) and bullets. Do not try to use fancy formatting. Just be sure that the content is there in a concise and clear manner.

EWEG – TIPS cont.

○ The EWEG system is having a problem with the way Microsoft Word formats apostrophes, quotation marks and hyphens. Remove them before you cut/paste and then add them back in once you've pasted into EWEG.

○ When you click on a Tab to open a page, do not click on it more than once. Some of our pages take a while to open (like the Needs Data page). If you click on the tab more than once, you will get a system error.

○ Certain systems are just not compatible with EWEG. Most notably: MAC and Firefox. If you have these systems, please locate a different PC to use to enter your data.

NGO Section 2: Project Guidelines

- Section 2 is designed to provide a framework within which to plan, design, and develop a 21st CCLC Program, adhering to the requirements.

Optional Strategies [pg.17-18]

○ Flexibility
  - Allowable for existing extended learning time programs
  - Instructional teachers during ELT is an ineligible cost

○ Joint Submission
  - 1 LEA [identified as a Priority School]
  - 1 CBO

○ Matching
  - 10 – 30% matching option

SECTION 2.2

Tamika Chester, 21st CCLC Program Officer

Project Requirements [Section 2.2 Pg.19-33]

- Need
- Program Abstract
- Target Population
- Project Description
- Goals Objectives, and Indicators

- Professional Development
- Stakeholders
- Sustainability
- Evaluation
- Organizational Commitment and Capacity
- Status Report
- Activity Plan

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Project Descriptions Requirements [Pg. 20-24]

- Theme Based Programs
- Inquiry Based Learning
- Summer Learning
- Intentional Planning
- Parental Involvement
- Off-Site Educational Activities
- Program Components

GOALS, OBJECTIVES, AND INDICATORS [Pg. 24]

- You will need to evaluate your project's success in achieving its goals and objectives, which are provided for you at Appendix 13.

- You will accomplish this by establishing indicators of success for each project goal and corresponding objective.

- Performance indicators will be the guideposts used to evaluate your program.

Performance Indicators must be...

Relevant: Make certain to construct measurable indicators of success that directly link to and support project goals and objectives.

Specific: Detail how the objective will be achieved, for whom and by whom.

Measurable: Identify the level of performance expected in order to indicate successful achievement of the objective.

Concise: Develop succinct indicators, generally no more than one sentence.

Performance Indicators

- Poor Indicator: Program will utilize Computer Explorers as a means to infuse computer skills and technology, impacting 100% of students. Computer Explorers was founded on the premise that all children should have access to quality technology education.

Performance Indicators

- Better Indicator: Program will utilize Computer Explorers for 12 weeks, increasing at least 75% of students' skills in math, science, reasoning, language arts, and critical thinking, as measured by completion of technology projects.

Status Report Requirements [Pg. 29-34]

- Service Start Date
- Child Care Licensing
- Program Hours of Operation
- Staffing and Certification Requirements
- Background Checks
- Emergency Protocols
- Transportation
- Daily Nutritious Snack
- Project Activity Plan

Components most applicants fail to sufficiently detail in application:

- Goals, Objectives and Indicators
- Missed Tabs
- Missing Documentation
- Project Activity Plan
- Budget

SECTION 2.2 continued

Ebony Grace, 21st CCLC
Program Officer

Project Activity Plan, [Section 2.2. page 33]

The project activity plan activities represent a well defined and logically sequenced series of steps that will be implemented to achieve each mandated goal and objective and result in the attainment of the performance indicators. Activities must be specific and measurable and in complete action-oriented sentences.

Why?

- Tracks progress
- Grant accountability
- Directly links to the budget

Points to Remember…

- All activities must be directly related to the Project Description and the state- mandated goals and objectives and your performance indicators.
- Avoid excessive wordiness and use action-oriented sentences.
- List only the major activities that relate to the overall goal and objective.
- Add additional activity lines, if appropriate.

Project Activity Plan Format

- The state mandated Goals and objectives have been pre-numbered and inserted.
- Corresponding indicators (activities) must be numbered 1.1a, 1.1b, 1.1c, etc., which will be directly linked to the budget.
- Input the program-specific implementation activities with each corresponding goal and objective.
- Identify the staff <u>directly</u> responsible for implementation of the activity.
- List relevant, related and appropriate documentation.
- Check the box for the corresponding reporting period in which the activity will take place.

Sample Project Activity Description

Specific and measurable

Unacceptable: Meetings with community partners, community entities, collaborators.

Acceptable: Relevant program staff will meet with community entities, partners and collaborators on a quarterly basis.

Report Period Column

○ In the Report Period Column, open boxes indicate activities which will occur in the corresponding reporting period/quarter.

○ If the activity is ongoing or recurring, check the open box under the appropriate period(s) in which the activity will take place.

○ If the activity is not occurring in a particular reporting period(s), do not check the box used for quarterly reporting to the NJDOE.

Sample Project Activity Plan Page

Linking Project Activities to Goals and Objectives

o Goal 1, Objective 1.1:

- Partner/Collaborator/ Stakeholder Advisory Board and Student Council Meetings

o Objective 1.2:

- Intentional planning; thematic activities; summer programming; inquiry- based activities; daily snacks; off- site activities

o Objective 1.3:

- Professional development and trainings

Linking Project Activities to Goals and Objectives

- Objective 1.4:
  - Academic remediation and enrichment; cultural and artistic; health, nutrition, fitness and physical activity
- Objective 1.5:
  - Youth development and social, emotional, and character development activities

Linking Activities to Goals and Objectives

- Goal 2, Objectives 2.1, 2.2. 2.3:
  - Family Involvement Activities

- Goal 3, Objectives 3.1, 3.2, 3.3, 3.4:
  - All evaluation requirements, including implementation of Action Research and the New Jersey Quality Standards for Afterschool

NGO Section 3 [page 39]:

- Your application is evaluated by an expert reader panel on the basis of
  - Quality;
  - Comprehensiveness;
  - Completeness; and
  - Accuracy and appropriateness of response to the guidelines and requirements of the governing NGO.

Review of Application

○ Evaluators (external to the NJDOE) will use the selection criteria found in Part I: General Information and Guidance of the Discretionary Grants Application (DGA) to review and rate your application according to how well the content addresses Sections 1 and 2 in this NGO. The DGA manual may be viewed online at:

http://www.state.nj.us/education/grants/discretionary/apps/

Scoring Criteria

Application Component *The attached Standard Competitive Application (SCA) contains each of the referenced sections below:*	Point Value	Extra Point Value
STATEMENT OF NEED	5	
PROJECT DESCRIPTION Two additional points for Priority Consideration A [see page 17 of this NGO]	25	2
GOALS, OBJECTIVES, INDICATORS and EVALUATION	15	
PROJECT ACTIVITY PLAN (year one)	25	
ORGANIZATIONAL COMMITMENT AND CAPACITY	10	
BUDGET Additional points for Priority Consideration B [see page 18 of the NGO]	20	1-3
TOTAL (minimum eligibility award score = 65)	100	1-5

APPLICATION COMPONENT CHECKLIST: [Sec. 3.3, page 40]

○ The following components are required (see Required ✓ Column) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Use the checklist (see Included ✓ Column) to ensure that all required components have been completed.

Required (✓)	Form	EWEG TAB/SUBTAB	Included (✓)
✓	EWEG	Contacts	
✓	EWEG	Budget	
✓	EWEG	Narrative (Update, Description, Objectives, Activities)	
✓	EWEG	Board Resolution	
✓	EWEG	NJDOE Assurances	
✓	EWEG	Nonpublic	
		*The following documents are to be scanned and uploaded in the EWEG Application prior to submission. Specific criteria for this activity will be listed on the Upload tab in the EWEG application. With the exception of the Evaluation Quote and Child Care License, all forms are included as Appendices in the NGO document.	
	NGO +	Documentation of School Eligibility [Appendix 1]	
✓	NGO +	Verification of Partnership [Appendix 2]	
	NGO +	Verification of School Collaboration [Appendix 3]	
✓	NGO +	Nonpublic Participation Summary and Affirmation form (Appendix 6)	
✓	NGO +	Documentation of Required Collaboration [Appendix 7 & 7a]	
✓	NGO +	21st CCLC Program Statement of Assurances [Appendix 8]	
✓	NGO +	Program Components [Appendix 11]	
✓	NGO +	State Mandated Goals and Objectives [Appendix 12]	
✓	*	Local External Evaluation Quote [Scan/Upload]	
✓	*	Child Care License [Scan/Upload]	
✓	*	Weekly schedule of activities for each program site [Scan/Upload]	

+ May be completed electronically, however need original signatures and must be uploaded.

*Must be scanned and uploaded.

Application Component Checklist: EWEG TAB/ SUBTAB (Sec. 3.3, Pg. 40)

- Contacts
- Budget
- Narrative (Update, Description, Objectives, Activities)
- Board Resolution
- NJDOE Assurances
- Nonpublic
- Uploads

Application Component Checklist: Required Uploads

- Program Components (Appendix 11)
- State Mandated Goals and Objectives (Appendix 13)
- Local External Evaluation Quote
- Child Care License
- Weekly Schedule of Activities for each program site

Constructing the Budget

Robert Schilling, Coordinator

Office of Student Support Services

"Show me the money!"

The Program Connection

Project <u>activities</u> are the foundation for the budget.

| ACTIVITIES | ← – – – → | BUDGET |

TIP

As you create your Program Activity Plan, keep a note pad close by and record the expenses you will incur for each activity.

For example, a field trip to the Liberty Science Center would incur costs like: admission, transportation, lunch, etc.

The Program Connection (cont'd)

Some parameters that are used when reviewing the allowability of any grant-funded cost:

Be **allocable (linked)** to the project plan (goals, objectives and activities).

Have an appropriate cost basis to support the requested amount: *quantity x unit cost = total request.*

Be **necessary for the grant project.**

Be a**dministratively efficient and reasonable** for the performance of the project...

More on the Program Connection

Conform to any limitations or exclusions as set forth in the NGO (pages 34-38), program regulations, and/or OMB cost principles.

Be treated in a consistent manner by the grantee as an item of cost, regardless of the source of funds involved.

Be categorized in accordance with Generally Accepted Accounting Principles (GAAP).
http://www.state.nj.us/education/grants/discretionary/apps/common_costs.pdf

Not be included as an item of cost in any other federally funded program (no double funding!).

General Guidelines

The budget is your agency's plan for the proposed grant-related expenditures. Be sure to use brief but <u>specific</u> descriptions <u>and</u> a clear cost basis for each and every budget entry. The clearer the description of the cost and it's grant-related purpose the less likely it is the expenditure will be questioned during pre-award revisions (PAR).

Specific Guidelines
Supplement not Supplant

Applicants must use program funds to <u>supplement not supplant</u> other Federal, State, and local funds to provide programs and activities under this grant Program.

If an organization is already providing any of the activities or services, it may not cover any of those costs with federal funds under this grant program…

Specific Guidelines Supplement not Supplant (con't)

Federal funds cannot be used for anything that an agency would normally be required to pay with either local funds or other grant funds or state aid. This covers services previously provided by a different person or job title.

Exceptions are for activities and services that are not currently provided or statutorily required and for component(s) of a job that represent an expansion or enhancement of normally provided services.

Examples of Supplanting

If the grantee uses federal funds to provide services that the grantee was required to make available under other federal, state, or local laws.

If the grantee uses federal funds to provide services that the grantee provided with nonfederal funds in the prior year.

Exceptions would be if the funds for these services were reduced or terminated and the services would not otherwise be provided.

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TIPS
SALARIES/Benefits

In EWEG there are separate tabs for <u>instructional</u> and <u>non-instructional</u> salaries AND benefits

If the same person performs both instructional (100-100) & non-instructional (200-100) duties, be sure to show two cost bases for that staff person.

FICA/TPAF

✓ When a federally funded grant, like 21st CCLC, is being used to pay any portion of <u>the regular, base salary</u> of an employee of a Local Education Agency (LEA), and that employee, for instance the Project Director, holds a New Jersey teaching certificate, you **must** charge to the grant the FICA and Teacher Pension and Annuity Fund (TPAF) benefits that are based and calculated on the grant-related regular, base salary of that employee. (NJSA 18A:66-90)

Supplies Tips

Use <u>separate tabs</u> for instructional supplies and materials and non-instructional supplies and materials.

Describe the supply to be purchased, the cost per unit, and the quantity. General supply items like folders, writing instruments, binder and paper clips, staples, etc. may be grouped together
(see sample).

<u>Do not include equipment</u>

NOTE: For all entries, you must provide as much detail as necessary for Department staff to accurately determine the **necessity** for the proposed expenditure *(see samples).*

Definition of Equipment

1. It retains its original appearance and character with use.
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it.
4. Under normal conditions of use, including reasonable care and maintenance, the item can be expected to serve its primary purpose for at least one year.
5. **The unit cost is <u>more than</u> $2,000.**
         (Not all hardware is equipment.)

TIPS
Equipment

Clearly describe the item to be purchased. Show a quantity and unit cost. Be sure to describe who will be using the equipment and for what grant-related purpose(s). Prorate the cost, as appropriate.

Do not name specific brands, vendors, or models.

"Bundles" or "Packages" are allowable if purchased from a single vendor & paid from a single invoice. Include a complete description of the bundle. Check with your SBA or CFO.

Other Costs Tips

- **This tab will contain all costs <u>other than</u> Salaries, Supplies, Equipment and Indirect Costs!**

- Group budget entries by function-object code.

- Staff travel - identify the grant-related position of each person traveling & the grant-related purpose for each travel event. Refer to the NGO <u>(pg 35)</u> regarding the **state A-5 travel limitations.**

Other Costs Tips

Use Other Tab for consultant costs (100-300, 200-300).

NOTE: Consultants are <u>non-employees</u> of the applicant who are paid to perform grant-related services on an hourly, daily, or flat-fee basis. (Evaluators are usually consultants)

NOTE: If a "flat fee" is used as the cost basis, you must identify the number of hours or days the consultant will spend on the project.

Subgrants

A subgrantee is responsible for an integral part of the overall grant project. There must be a formal, written & signed financial arrangement with the grantee. That agreement must be on file for review upon request.

The subgrantee is accountable to the grantee and is subject to all applicable federal and state regulations.

Vendors [consultants] are not subgrantees. Vendors provide fee-based services (e.g. workshops for students, parents, or staff, evaluation services, and other professional services).

Subgrants–More Tips

○ All subgrant costs are entered in the Other form.

○ Code these costs as 200-320 only BUT include the function-object codes within the Description…FOR EXAMPLE

(100-100) Certified LA and Math instructors for summer. 5hrs x 22 days x $28 per hour x 2

(200-600) Teacher supplies and materials for summer session

Indirect Costs

Indirect costs are costs incurred for support services <u>that are not readily identifiable as direct program costs</u>.

The Department limits the percentage a grantee can charged to ensure that the majority of discretionary grant Funds are allocated to direct program costs.

The Department approves LEA rates. LEAs without an approved rate at the time of application may not be able to secure an approved rate in time.

Indirect Costs (cont'd)

Non-LEA applicants must upload a letter from their cognizant agency. The letter must be on the agency's letterhead. The dated letter must specify the approved, restricted indirect cost rate, as well as the period of time covered for that approved rate. The time period of this grant must fit into the period of time of the approved rate.

More Indirect Costs

If a non-LEA applicant does not have a cognizant agency, meaning the applicant does not have any federal or other outside grants nor have an already approved rate, you may request the state average IDC rate.

As specified in the NGO, the state average IDC rate for this program year is 4.9%; however, this is not a guaranteed rate for applicants. The department will review the request and determine this allowance on a case by case basis

Matching Funds

If you choose to include matching (local) funds to pay for Any grant-related cost(s), be sure to include in the Matching Summary Tab.

Matching funds can come from local (donations) or in-kind.

Be aware that matching funds may be spent on allowable program costs only. Generally, matching funds must be spent at the same rate as grant funds. In addition, be aware that matching funds, like grant funds, are auditable.

Budget Summary Tab

- The Budget Summary is automatically filled in from the detail pages.

- Check your totals against your detail to be sure they are correct.

IMPORTANT

BE SURE YOUR BUDGET ADDRESSES <u>ALL</u> PROGRAM REQUIREMENTS IN THE NGO…

BUDGET = 20 POINTS!

After this webinar:

- This webinar will be posted on the New Jersey Department of Education website at: http://www.nj.gov/education/21cclc/

- If you have any issues in submitting your application, contact EWEG help desk.

- We are unable to answer any questions after this webinar.

Questions?